



## DEPARTMENT OF THE NAVY

NAVY RECRUITING DISTRICT NEW YORK  
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NAVCRUITDISTNYINST 1418.1

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### NAVCRUITDIST NEW YORK INSTRUCTION 1418.1

Subj: RATING EXAM STUDY PROGRAM

Ref: (a) COMNAVCRUITCOMINST 5400.2E

(b) BUPERSINST 1430.16F

1. Purpose. To implement a formal program for the administration and accountability of the mandatory rating exam study program at Navy Recruiting District (NRD) New York.

2. Cancellation. NAVCRUITDISTNYINST 1418

3. Background. The growth and development of our force is key to mission accomplishment. Reference (a) directed Navy Recruiting Command activities to give advancement examination candidates one study day per week for six weeks prior to an advancement exam. This will allow personnel to study for the advancement exam more effectively and have formal training on the Basic Military Requirements (BMR).

#### 4. Discussion

a. The primary focus of this program is to establish a dedicated period of time for study prior to each Navy-wide advancement examination for every Petty Officer that is not working in their rating and is eligible to take an advancement examination. Another focus is to increase the knowledge level and scores on the BMR section of the rating exam.

b. The goals of the NRD New York's Rating Exam Study Program is to:

(1) Ensure every Sailor is given an opportunity and effective study time.

(2) Educate the command on the purpose of advancement, and the commitment necessary to make advancement work, which in turn will increase the advancement rate at the command.

c. NRD New York will foster the study program by:

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(1) Ensuring every new check-in receives a short brief on NRD New York rating exam study policy from the Assistant Educational Services Officer (AESO).

(2) Teaching rating exam study program guidelines as part of indoctrination training with supervisor.

(3) Providing periodic training sessions to reinforce knowledge and understanding of the advancement program.

(4) Establishing a permanent working group chaired by the AESO, with oversight by the Command Master Chief (CMC), and managed by the Command Rating Exam Study Program Coordinator to continually assess and improve the process and resources available to facilitators of the program.

## 5. Definitions

a. Advancement Participants. For the purpose of this instruction, Advancement Participants includes all eligible E-4 to E-6 Sailors. All other Sailors are encouraged to participate, but it is not mandatory for them.

b. Supervisors. For the purpose of this instruction, Supervisors are the Division Leading Chief Petty Officers (DLCPPO).

## 6. Training Plan

a. Training will be held twice a week with two one hour training lectures, six weeks prior to the Navy-wide advancement exam on the subject of BMR. The other four hours per week of studying will be self-study for rate specific training.

b. Lectures will consist of the most current bib BMR topics.

c. Homework assignments will be given to each exam participant after each lecture to evaluate lectures and increase retention of material reviewed in these lectures.

## 7. Responsibilities

a. Commanding Officer will manage the advancement program per reference (b).

b. The CMC will:

(1) Be the overall sponsor of the command-wide rating exam study program.

(2) Assign a Command Rating Exam Study Program Coordinator.

(3) Monitor initial advancement training completed in the divisions and approve course curriculum for study program.

(4) Use email to distribute questions and answers for BMR topics in order to generate interest and confidence for taking the exam.

(5) Coordinate with shipboard CMCs for availability of space, rack assignments in order to send TAD personnel (classified rates only) for up to six days of training/publication review.

c. The AESO will:

(1) Provide updates to the CMC on the effectiveness of training topics and coordination between the Command Rating Exam Study Program Coordinator and Division Rating Exam Study Program Coordinators.

(2) Provide the CMC training topics and curriculum for approval.

(3) Verify and provide a list to the CMC of all mandatory advancement participants for next rating exam.

d. The Command Rating Exam Study Program Coordinator:

(1) Manage and coordinate the command's Rating Exam Study Program.

(2) Establish a reference library of instructions and test taking aids to study at the Navy Liaison office at Fort Hamilton MEPS. This library will consist of BMR and unclassified study material for various ratings.

(3) Coordinate continuing advancement training to include scheduling, assignment of lectures, and input into course curriculum with the Division Rating Exam Study Program Coordinators and AESO.

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e. The Division Rating Exam Study Program Coordinators will:

(1) Report to the Command Rating Exam Study Program Coordinator.

(2) Assist supervisors in maintaining an effective rating exam study program within their specific Division.

(3) Maintain records of completed advancement training for all sailors in their Division.

f. Supervisors will:

(1) Maintain an environment that is supportive and proactive of the command's rating exam study program.

(2) Ensure all eligible Sailors attend mandatory training.

(3) Assign a Division Rating Exam Study Program Coordinator to assist in the advancement process.

h. The Chief's Mess will:

(1) Provide members to teach lectures and provide mentoring to exam participants as necessary.

g. The First Class Petty Officers Association will:

(1) Provide members to teach lectures and provide mentoring to exam participants as necessary.

i. All advancement participants will:

(1) Attend all required training and complete required assignments on time.

C. M. YOUNG

